

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Boston, MA

2. POSITION NUMBER
1560

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position

GS-500 Group 12/00

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Budget Analyst	GS	560	14	001
4. SUPERVISOR'S RECOMMENDATION	Budget Officer	GS	560	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

Bill Dawel

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. Region I	f.
c. Office of Administration & Resource Mgmt	g.
d. Comptroller's Office	h. EPAYS Organization Code 90160801/0EE00000

8. SUPERVISORY/MANAGERIAL DESIGNATION

[S] First- or Second-level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and which constitute a major duty occupying at least 25% of the time. Such supervisory/managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings; and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies, not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

[N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Judi M. Doucette, Comptroller	d. Typed Name and Title of Second-Level Supervisor James Owens, Director, OARM
b. Signature 	c. Date 4/21/05
e. Signature 	f. Date Apr 21 2005

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. <input checked="" type="checkbox"/> This position has no promotion potential.	<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential grade:	b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code
d. Bargaining Unit Code 0011	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time)	f. Signature 	g. Date 4/21/05

11. REMARKS

INSTRUCTIONS

I. ITEMS

1) DUTY LOCATION: Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.

2) POSITION NUMBER: To be completed by Human Resources Office.

3) CLASSIFICATION ACTION: To be completed by Human Resources Office.

4) SUPERVISOR'S RECOMMENDATION: Show the title, service (GS, WG, etc), series and grade recommended by the supervisor.

5) ORGANIZATIONAL TITLE: Indicate the organizational title of the position, if any, e.g., Director of Research, Team Leader, etc.

6) NAME: Name of Employee. If vacant, indicate "vacancy."

7) ORGANIZATION: Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.

8) SUPERVISORY/MANAGERIAL DESIGNATION: To be completed by immediate supervisor.

9) SUPERVISORY CERTIFICATION: To be certified by the first and second-line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second-line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator, or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

10) OFFICIAL CLASSIFICATION CERTIFICATION: To be completed by Human Resources Office.

11) REMARKS: To be completed by Human Resources Office.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your servicing Human Resources Office.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.

Copy to Official Personnel Folder (OPF)

Copy to Employee

SENIOR BUDGET OFFICER

Major Duties and Responsibilities

Functions as the Region's senior professional and technical staff expert on all matters of budget execution and operating plan development.

Represents the Region(s) on national budget/financial workgroups and taskforces and at national conferences. Articulates regional resource requirements, and advocates regional positions on budgetary issues, to the EPA Budget Division and other Regions.

Conducts in depth analyses, evaluates alternatives and makes recommendations to upper management regarding the best means of maximizing the overall benefit of the various resources received for payroll, travel, expenses and contracts. Decisions made influence and impact the Region's ability to hire, travel, procure goods and services, and meet its mission. Recommends and initiates exchanges of funds with other Regions and Headquarters offices when this would benefit our Region.

Oversees/executes all aspects of the Region's budget formulation, by appropriation, program element and budget object class for inclusion in the Agency's submission to OMB. Responsible for the Region's budget execution, coordination, evaluation, revision, reporting, review and analysis. This includes the acquisition, allocation, apportionment and reprogramming of resources to meet the requirements of each Division.

Oversees/executes ongoing detailed budget forecasts and spending plans for each category of funds in the Regional operating plan, analyzing historical and projected costs. Reviews and evaluates the work of regional Budget Analysts.

Assures that high professional and technical standards for the Regional Budget Staff are achieved and maintained, by organizing work, planning, leading and guiding the other members of the Budget Staff.

Develops or improves regional systems for maximizing the use of and accounting for budgeted funds, and encourages other Budget staff to do likewise.

Develops regional budget policies and instructional memoranda and prepares updates to the Regional Budget Operations Guide for Managers.

Makes oral and written budgetary presentations to regional management, Headquarters officials and budget/finance management in other regions.

Directs/performs statistical and financial analyses, and the evaluation, interpretation, compilation and coordination of budget data answering special requests for information for Headquarters, OMB, Lead Regions, or other interested parties.

Makes and implements recommendations concerning improving budgeting or reporting mechanisms, and methods for managing resources within the Region.

Factor 1, Knowledge Required:

Extensive experience in budgeting, including: the development and application of creative and complex approaches to problems; the identification of new problems; and the presentation of controversial results and sensitive recommendations to Headquarters and other Regions. Thorough knowledge of Federal budgetary and accounting policies. Knowledge of agency budget practices, including operating plan formulation and execution and knowledge of the agency's appropriation, media, program element and financial accounting structures. Skill in making oral and written presentations of analyses, recommendations and submissions.

Factor 2, Supervisory Controls:

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The incumbent typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions of the incumbent are accepted as technically sound even though final approval may depend on formal action by high-level management. The employee has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light

of current budgetary developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

Works under the broad supervision of the Regional Comptroller, with a wide degree of independence and latitude. Uses knowledge, experience and judgment in establishing work priorities, choosing methodologies and establishing technical work procedures for the unit's Budget Analysts. Independently contacts regional program managers and Agency budget officials on budgetary matters.

Factor 3, Guidelines:

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level the incumbent is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved concepts, or approaches not previously used; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods, and procedures developed are on the cutting edge of technology and often serve as precedents for other budget and finance personnel across EPA.

Factor 4, Complexity:

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies. They typically involve distilling national goals and priorities into regional applications by interpreting and adapting agency-level directives. The incumbent must be versatile and innovative in adapting, modifying, or making compromises with standard guides and methods to originate new techniques or criteria.

Recommendations are considered authoritative by regional management. Represents regional resource issues and concerns to Headquarters Budget Division personnel and Senior Budget Officers, and other Region's Comptrollers, Financial Management and Budget officials. Has delegated authority for controlling the expenditure of all funds throughout the Region through

suballowances. Extensive coordination is required with the Finance, Grants, Information Management and Human Resources Sections. Negotiates the resolution of regional issues with division or staff managers and program analysts. Must rely on professional judgment and originality in order to present useful and insightful presentations which enable regional management to select from the most viable options in making decisions.

Factor 5, Scope and Effect:

The purpose of the work is to provide authoritative information, analysis, and recommendations that identify and interpret resource usage alternatives and options to complex questions of budgetary policy or practice. The work makes a significant contribution to the planning and evaluation of policies and projects that are of regional or national interest, scope, and impact through the application of new technology and/or the synthesis of a range of approaches to technical or policy issues. The work thus affects the well-being of large numbers of people as well as the health of the environment.

Factor 6, Personal Contacts:

Personal contacts include a wide range of professional and administrative personnel throughout EPA, at other federal agencies, in state and local governments, and in some cases the media and elected officials.

Factor 7, Purpose of Contacts:

The purpose of the contacts is to present expert opinions and analyses on complex budgetary and policy questions to policy-makers, and to participate in conferences, meetings, or presentations involving problems or issues that have regional or national sensitivity or consequence. Such active participation in high-level conferences, negotiations, and meetings involves subject matter on which there are invariably conflicting interests or opinions. The employee must persuade or influence other subject-matter experts and/or policymakers to adopt recommended technical approaches and concepts amid substantial disagreement on the best course of action.

Factor 8, Physical Demands:

The work is primarily sedentary in nature.

Factor 9, Work Environment:

The work is normally performed in an office environment with some travel to attend meetings, symposia, or conferences.

BASIS OF AUTHORITY:

Congressional appropriations, OMB, Agency and Regional budget policies, directives and regulations.